



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1650.2G CH-1

11

AUG 13 2003

NAS OCEANA INSTRUCTION 1650.2G CHANGE TRANSMITTAL 1

Subj: POLICY AND PROCEDURES CONCERNING AWARD RECOMMENDATIONS
FOR MILITARY PERSONNEL

Encl: (1) Sample NAS Oceana Letter of Commendation (LOC)

1. Purpose. To issue change one to subject instruction.
2. Action. Remove enclosure (4) of basic instruction and replace with enclosure (1).

JJ Mah
for T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
List I

AUG 13 2003

The Commanding Officer, Naval Air Station Oceana takes
pleasure in **COMMENDING**

RATE/RANK (AW/SW)
FIRST MIDDLE LAST NAME
OFFICER CORPS DESIGNATION
UNITED STATES NAVY/NAVAL RESERVE

for services as set forth in the following

CITATION:

For outstanding performance of duty as (job title),
(department), Naval Air Station Oceana from (date) to (date).
(Optional sentence): (Rank/Name) performed his/her demanding
duties in an exemplary and highly professional manner).

(insert text here)

(Rank/Name)'s outstanding performance and loyal devotion to duty
reflected great credit upon himself/herself, Naval Air Station
Oceana and were in keeping with the highest traditions of the
United States Naval Service.

COMMANDING OFFICER (CURRENT CO)
Captain, U.S. Navy
Commanding Officer
Naval Air Station Oceana

Enclosure (4)

AUG 13 2003

NOTES:

1. Awarding Authority: NAS Oceana.
2. Minimum submission time frame: 10 days following the specific act/10 days prior to planned presentation date if end of tour.
3. Prepare in Courier New font, exactly spaced, 12 point, 2.8 inch top margin, 1 inch justified margin and not exceed 22 typewritten page. Citation shall be worded in third person.
4. The only authorized abbreviations are "U.S." and "USS."
5. Ensure letter reads coherently, is spell checked and submitted in smooth format accompanied by a disk.